



U.S. FISH AND WILDLIFE SERVICE TRANSMITTAL SHEET

PART 224 FW 7	SUBJECT Performance and Recognition Unsung Hero Award	RELEASE NUMBER 402
FOR FURTHER INFORMATION CONTACT Division of Human Resources		DATE July 23, 2002

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter establishes general policy and describes the criteria for the Unsung Hero Award.


Deputy DIRECTOR

FILING INSTRUCTIONS:

Remove:

None

Insert:

224 FW 7, 07/23/02, FWM 402 (1 page)
Exhibit 1, 224 FW 7, 07/23/02, FWM 402 (1 page)

**FISH AND WILDLIFE SERVICE
PERSONNEL**

Personnel

Part 224 Performance and Recognition

Chapter 7 Unsung Hero Award

224 FW 7

7.1 What is the purpose of this chapter? This chapter establishes general policy for the Unsung Hero Award.

7.2 What is the Unsung Hero Award? The Unsung Hero Award is a Departmental initiative that recognizes employees who have made positive "behind-the-scenes" contributions to the mission of the Service and the Department that would not ordinarily be acknowledged by other types of formal awards such as the STAR award or other honor awards.

7.3 What are the criteria for an Unsung Hero Award nomination? Employees nominated for this award must have demonstrated one or more of the following characteristics that resulted in successful mission accomplishment:

- A.** Displaying extraordinary effort in performing tasks that are beyond normal job duties.
- B.** Showing enthusiasm and initiative, and displaying a customer-oriented attitude.
- C.** Unselfishly sharing his/her time and expertise.
- D.** Consistently and willingly extending a helping hand.

7.4 Who can nominate an employee for an Unsung Hero Award? Any employee or group of employees, including supervisors, can nominate an employee for this award.

7.5 How are nominations submitted? Submit nominations through the nominee's supervisory chain for consideration. Nominations must include a completed FWS Form 3-2207 (Award Certification) with a citation not to exceed one page (Exhibit 1). Annotate FWS Form 3-2207 to show that the nomination is for an "Unsung Hero Award."

7.6 When and how are Unsung Heroes chosen?

A. During the first month of each fiscal quarter (January, April, July, October), Assistant and Regional Directors must convene an employee panel to review their respective nominations and select winners from among nominations submitted during the previous quarter. If appropriate, the employee panel should include a union representative.

B. No later than November 1 of each year, each Assistant and Regional Director may forward the name of one Unsung Hero winner to the Division of Human Resources for consideration for Departmental recognition. The Service Incentive Awards Committee will review the nominations and select up to five nominations to forward to the Department. A Departmental panel will review

nominations and select one nominee from each bureau to receive the Departmental Unsung Hero Award.

7.7 What do the Unsung Hero Award winners receive as recognition?

A. Each quarter, Assistant and Regional Directors should schedule an appropriate awards ceremony to recognize the Unsung Hero Award winners. The winners will receive a nonmonetary award item of nominal value and a time-off award of 8 hours (see 224 FW 5).

B. The Departmental recipients (one per bureau) will receive a plaque at the Departmental Awards Convocation and also a monetary award of \$1,000 funded by the employee's organization.